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**County of
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Redevelopment Agency

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September 19, 2008

RE: CEDAR GLEN PROJECT AREA COMMITTEE

Dear Cedar Glen Resident or Business:

The County of San Bernardino Redevelopment Agency (Agency) has continued to work with the Project Area Committee (PAC) to assist in the rebuilding effort of their community. The PAC is an advisory body to the Agency on matters relating to the Cedar Glen Redevelopment Project Area. The Cedar Glen PAC has been in existence since the Board of Supervisors affirmed their election on May 23, 2004. The PAC currently has four (4) members, with three (3) vacant positions. The PAC by-laws state that the PAC shall be composed of not less than five (5) and no more than seven (7) members.

There are currently three (3) membership vacancies, one (1) in each of the following membership categories:

1. Residential Owner-Occupant (Primary Residence)
2. Residential Tenant (Primary Residence)
3. Business Operator or Owner

For a definition of each of the membership categories, please go to our website at www.sbcounty.gov/rda. Go to Cedar Glen under the "What's New" section to open the PAC Formation and Election Procedures.

CANDIDATE QUALIFICATIONS AND REQUIREMENTS

If you are interested in serving on the PAC, meet the age and category membership requirements of any of the vacancies and wish to be nominated for the election; please submit a completed PAC application, which is enclosed. In order to be on the ballot for the PAC Election, the Agency must receive your PAC application no later than 5:00 PM (PST), October 20, 2008.

If an insufficient number of nomination forms for any particular membership category are received by the Agency, then individuals who otherwise meet the

requirements for PAC membership may nominate themselves to the PAC from the appropriate membership category during the election meeting.

All PAC applications submitted will be made available for review by the general public beginning on the business day following submittal. Please submit all PAC applications or eligibility to vote forms via mail or facsimile to:

c/o Cedar Glen PAC Election
County of San Bernardino Redevelopment Agency
215 North D Street, Suite 202
San Bernardino, CA 92415-0121
Fax (909) 387-9810

VOTER REGISTRATION & VOTING

Only people who attend the election meeting will be eligible to vote (there is no mail in ballot or voting by proxy). Eligible voters are restricted to vote in their respective membership category. Those eligible to vote in the PAC Election shall be eighteen (18) years of age or older and must qualify under one (1) membership category. The Agency is accepting Certification of Eligibility to Vote forms prior to the election, which you may mail or send a facsimile to the address and fax number listed above. A copy of this form is also enclosed. As a matter of convenience, we will have voter eligibility forms at the election meeting. A form of identification is required to confirm voter eligibility (i.e., driver's license or identification with address, lease, sub-lease, rental agreement, tax bill, or utility bill of residence or business).

ELECTION DATE

The Election will be held on **Saturday, October 25, 2008 at 10:00 AM** at the Lake Arrowhead Elementary School - Multi-Purpose Room located at 1300 Golden Rule Lane in Lake Arrowhead.

If you have any questions about the PAC Election process, please contact Sandra De Fazio, Project Manager at (909) 387-9844. All referenced material will be on the Agency website at www.sbccounty.gov/rda on the Cedar Glen page under the "What's New" section. If you are having trouble viewing any material referenced, the Agency can mail or fax the information needed by request.

Sincerely,



Kathy Thomas
Redevelopment Administrator

Enclosures: PAC Application
Certification of Eligibility to Vote

County of San Bernardino
Redevelopment Agency

**PROJECT AREA COMMITTEE
FORMATION AND ELECTION PROCEDURES**

COUNTY OF SAN BERNARDINO REDEVELOPMENT AGENCY

Project Area Committee Formation and Election Procedures

Prior to calling for the formation of a Project Area Committee (a “PAC”) in any existing or proposed redevelopment project area, including territory to be added thereto (the “Project Area”), the Community Redevelopment Law (Health and Safety Code Section 33000 *et seq.*; the “CRL”) requires the Board of Supervisors to establish a procedure for the formation of a PAC and election of PAC members. Under the law, the procedure is required to describe the method and timing of the formation of the PAC, including the method and procedure for giving notice to the public regarding formation of the PAC. Procedures regarding the election of PAC members must also be adopted after a public hearing before the Board of Supervisors.

1.0 DEFINITIONS

For the purposes of these Project Area Committee Formation and Election Procedures (the “Procedures”):

1. “Business” means any lawful activity, whether or not carried on for profit, which is conducted within the Project Area for (i) the purchase, sale, lease, or rental of tangible or intangible personal property (a “Retail Business”); (ii) the manufacture, processing, or marketing of products, commodities or any other personal property (a “Manufacturing Business”); or (iii) the sale of services to the public (a “Service Business”). Business also includes any property owner who is a Person who owns real property in the Project Area, but who does not use the real property for personal residential purposes. Such real property includes residential, non-owner occupied property, industrial property, retail property, and other commercial property, including vacant property.
2. “County” means the County of San Bernardino, California.
3. “Board of Supervisors” means the Board of Supervisors of the County, exercising powers as the legislative body under the CRL.
4. “Agency” means the Redevelopment Agency of the County, a public body, corporate and politic, which exercises powers as a redevelopment agency under the CRL.
5. “Community Organization” means any private nonprofit organization of persons organized for religious, entrepreneurial, scientific, educational, literary or other purposes, which provides services to the Project Area, its residents, businesses or tenants, or draws membership from the Project Area, and which organization has existed for at least one year prior to the call to form a Project Area Committee of the Project Area. Community organization does not include governmental agencies.
6. “Membership Category” means a group of voters or Project Area Committee members made up only of Businesses, Community Organizations, Residential Owner-Occupants, Residential Second-home Owners, or Residential Tenants.
7. “Person” means, but is not limited to, an individual, household, family, proprietorship, partnership, business trust, joint venture, syndicate, corporation, limited liability company, or association.

8. "Project Area" means an area defined in a preliminary plan formulated pursuant to CRL Section 33322, or as otherwise defined pursuant to the CRL.
9. "Project Area Committee" or "PAC" means the committee formed and selected in accordance with Section 33385 *et seq.* of the CRL and these Procedures.
10. "Resident" means a Residential Owner-Occupant or Residential Tenant in the Project Area.
11. "Residential Owner-Occupant" means a person who owns a dwelling unit in the Project Area and occupies such dwelling unit as a permanent residence and usual place of abode.
12. "Residential Second-home Owners" means a person who owns a dwelling unit in the Project Area and occupies such dwelling unit as other than a primary residence.
13. "Residential Tenant" means a person who rents a dwelling unit in the Project Area pursuant to a rental agreement and has occupied such dwelling unit as a permanent residence and usual place of abode for not less than twenty-nine (29) days prior to the PAC election meeting.

2.0 PAC FORMATION REQUIREMENTS

According to the CRL Section 33385, the Board of Supervisors shall call for the election of a PAC where a substantial number of low- and/or moderate-income persons reside in a Project Area, and either there is eminent domain authority in the redevelopment plan with respect to property on which any persons reside, or there is one or more public projects proposed that could displace a substantial number of low- and/or moderate-income persons.

3.0 NOTIFICATION AND MEETINGS

1. Agency staff shall conduct at least one public meeting to explain the establishment of, function of, and opportunity to serve on the PAC. This meeting shall be conducted at least two weeks, but no more than four weeks, prior to the meeting at which PAC members are elected. At the meeting, the Agency shall distribute copies of these Procedures, Sections 33347.5, 33366, and 33385 through 33388 of the CRL, the Preliminary Plan as appropriate, or the pertinent portions thereof, materials relating to the disclosure of economic interests in the Project Area, applications for PAC membership, and any other materials the Agency determines would be useful.
2. The Agency shall publish notice of each meeting, hearing or election relative to the formation and selection of the PAC at least one time in a newspaper of general circulation in the County at least ten days prior to the date for each meeting, hearing or election. Alternatively, the Agency may publish notice once with all dates for meetings, hearings and elections. The notice shall include:
 - The date, time and place of each meeting, hearing or election.
 - The identity of each body conducting such meeting, hearing or election.
 - A general explanation of the matters to be considered.
 - A general description of the Project Area in text or by diagram.
 - A statement that a PAC will be formed for the Project Area.
 - A general description of the duties of PAC members.

- A general statement of the criteria for eligibility to vote for PAC members and serve on the PAC.
3. The Agency shall provide written notice, at least 30 days prior to election, of the PAC formation meeting and opportunity to serve on the PAC via first class mail to all mailing addresses in the Project Area, regardless of whether such addresses are business or residential properties, whether they are occupied by owners or tenants. The written notice shall briefly explain the reasons why the PAC is being formed, where copies of the Preliminary Plan or Redevelopment Plan as appropriate, or pertinent portions thereof, may be obtained, where PAC membership applications may be obtained, and where information regarding financial disclosure and other pertinent PAC information may be obtained. The written notice shall also include a map of the Project Area and a schedule of meetings for the formation of the PAC and election of PAC members.

4.0 COMPOSITION OF THE PAC

According to the CRL, the PAC shall be representative of the Project Area. The CRL does not provide a definition of “representative;” therefore, the composition of the PAC shall be based upon each group’s proportionate share of business or residential units in the Project Area. The maximum and minimum number of people to be elected to the PAC and the number of PAC members to be elected from each Membership Category shall be set by resolution of the Board of Supervisors at the time the Board of Supervisors calls for the formation of the PAC.

The Board of Supervisors shall appoint one or more Community Organizations to the PAC at the time the Board of Supervisors calls for the formation of the PAC. The number of Community Organizations represented on the PAC shall be set by resolution of the Board of Supervisors at the time the Board of Supervisors calls for the formation of the PAC.

5.0 NOMINATION OF PAC MEMBERS

1. Each candidate for election to PAC membership must submit a completed PAC Application to the Agency, which Application must be received by the Agency by 5:00 p.m. five business days before the scheduled PAC election. A copy of the standard PAC Application is attached as Attachment “A” and is incorporated herein by this reference. All PAC Applications submitted shall be available to the general public for review at the Redevelopment Agency of the County of San Bernardino, 215 North “D” Street, Suite 202, San Bernardino, CA 92415-0121, beginning on the business day following submittal. All PAC Applications shall be available at the election meeting.
2. Each Community Organization appointed to serve on the PAC shall appoint one of its members to serve on the PAC. An alternate may also be appointed to serve on the PAC in the event that the original representative is unable to attend a PAC meeting. However, in no event shall more than one member of the Community Organization attend the PAC meetings in a representative capacity.
3. If an insufficient number of nomination forms for any particular elected Membership Category is received by the Agency, then individuals who otherwise meet the requirements for PAC membership may nominate themselves to PAC

membership from the appropriate elected Membership Category at the election meeting.

4. A PAC may be formed if between no more than the maximum and no fewer than the minimum number of PAC members determined pursuant to Section 4.0 are elected to the PAC pursuant to these procedures.

6.0 CANDIDATE AND VOTER ELIGIBILITY

1. Those eligible to vote in the PAC election and/or to be PAC members shall be eighteen (18) years of age or older and shall be a member of at least one elected Membership Category.
2. Candidates for PAC membership and voters must certify that they are eligible to serve as PAC members. Candidates for elected PAC membership shall do this by signing a PAC eligibility certificate at the time PAC membership applications are submitted, or a nomination is made pursuant to Section 5.3, at the PAC election meeting. Eligible voters must certify that they are eligible to vote for elected PAC members by signing a PAC eligibility certificate either before or at the PAC election meeting. Said certificate is attached as Attachment "B", and is made a part hereof by this reference. Proof of identification and eligibility to serve in the selected category shall be required.
3. Artificial entities and businesses, such as partnerships or corporations, for example, may select only one person to run or vote on behalf of that entity, even if that entity may be qualified in more than one category. For example, if a partnership owns property in the Project Area and conducts a business in the Project Area, only one partner may run or vote (but may run or vote in each category); one partner may not run or vote in one category and another partner run or vote in another category.

7.0 ELECTION OF PAC MEMBERS

1. At the time and place of the meeting held to elect the elected members of the PAC, the Agency shall provide a second briefing to attendees on election procedures, PAC roles and duties, how individuals may participate, disclosure requirements, and the provisions of the Ralph M. Brown Act (Government Code Section 54950, *et seq.*).
2. The staff of the Agency shall supervise the PAC election and shall record all results thereof.
3. Attendees who wish to participate in the election of PAC members shall then divide into their respective elected Membership Categories and shall elect by ballot the number of PAC members permitted in Section 4.0 for their elected Membership Category. Each voter may vote in only one elected Membership Category, and any individual's voting in more than one elected Membership Category is prohibited. Each voter may vote for up to the number of members permitted for the respective elected Membership Category. The Agency shall provide ballot forms and other materials necessary to conduct the election. Prior

to the election, each candidate may briefly state his or her background and why he or she wishes to be on the PAC.

4. The Agency staff shall then count the ballots for each of the elected Membership Categories, and shall announce the names of the appropriate number of candidates who received the greatest number of votes for each elected Membership Category. Those who received the greatest number of votes shall be named to the PAC. For instance, if there are to be two representatives in a certain category, then the two candidates receiving the highest number of votes in that category shall be named members of the PAC. If a runoff is necessary, it shall be announced and held immediately.
5. If, at the time of formation of the PAC, an insufficient number of candidates are elected to represent each elected Membership Category on the PAC, such seats may remain vacant until qualified and eligible candidates are selected in the manner provided by Section 10.7 of these Procedures, so long as there is no fewer than the minimum number of members determined pursuant to Section 5.0.
6. Until such time as vacant seats on the PAC have been filled, a majority of the occupied seats on the PAC shall constitute a quorum. The existence of any vacancies shall not prevent formation of the PAC or the conduct of business by the PAC, provided this complies with the requirements contained in Section 5.0 of these Procedures.
7. If fewer than the minimum number of candidates set by the Board of Supervisors pursuant to Section 4.0 of these Procedures are elected, then the Agency shall make a second attempt to secure a PAC by conducting an additional election. The additional election shall be noticed through a newspaper publication, as specified in Section 3.2 of these Procedures. In addition, at least two weeks prior to the additional election the Agency shall mail written notice of the opportunity to serve on the PAC in a manner pursuant to Section 3.3. Those elected to the PAC in the first election shall retain their seats, and the second election shall only be to fill vacant seats.
8. If, following the second election, fewer than the minimum number of candidates set by the Board of Supervisors pursuant to Section 4.0 of these Procedures are elected, then the PAC shall not be formed. In the event a PAC is not formed pursuant to this paragraph, the people attending the second PAC election may choose an advisory committee from amongst themselves, which shall include the members elected to the PAC at the first election. Said committee may meet periodically to review the proposed redevelopment plan for the Project Area, but shall not be a PAC.

8.0 PRESENTATION OF PAC TO BOARD OF SUPERVISORS

Agency staff shall present the results of the PAC election to the Board of Supervisors at a regular meeting of the Board of Supervisors following the PAC election, which date shall be announced at the PAC election meeting. The Board of Supervisors shall adopt a finding that all the relevant portions of these Procedures regarding the election were followed and shall determine the validity of any properly filed challenges to the PAC election within the time required by law and as set forth below.

9.0 CHALLENGES TO THE PAC ELECTION

1. Any challenges to the election of the PAC or a PAC member or to an electoral procedure must be filed with the Clerk of the Board of Supervisors within 15 days of the PAC election. The Board of Supervisors shall act on the validity of the challenge to the election within 30 days of the election. If there are no challenges to the election, then within 30 days of the election the Board of Supervisors shall declare the election valid and shall direct the Agency to convene the PAC within 30 days.
2. If there is a valid challenge to the election of an individual PAC member, the unelected candidate with the second largest amount of votes shall take office. If there is a valid challenge to a PAC category, then the Board of Supervisors shall direct Agency staff to reconvene the PAC election meeting within 45 days. All notifications and meetings with regard to the category shall be redone pursuant to these guidelines.

10.0 PAC DUTIES AND PROCEDURES

The PAC shall advise the Agency concerning policy matters that deal with the planning and provision of residential facilities or replacement housing for those who may be displaced by project activities. At the request of the Agency, the PAC additionally may advise the Agency on other policy matters that affect the residents, businesses, and/or community organizations in the Project Area.

1. Meeting dates and agendas shall be posted in a public place in the manner provided for by law.
2. Meetings of the PAC shall be open to the public, and minutes shall be taken and provided to the Agency.
3. Minutes and records of the PAC shall be open to public inspection.
4. All meetings of the PAC shall be subject to the Ralph M. Brown Act (Government Code Section 54950 *et seq.*).
5. PAC members shall be required to file financial disclosure and conflict of interest statements with the Clerk of the Board of Supervisors in the manner required by law and pertinent County of San Bernardino ordinances, policies and/or procedures.
6. The PAC shall adopt its own by-laws and shall conduct its business according to those by-laws and Robert's Rules of Order. The by-laws shall provide for public comments at meetings, shall define a quorum as being a majority of filled seats, business procedures, number of unexcused absences, voting procedures, and other pertinent matters.
7. If, after the formation of the PAC, a vacancy occurs on the PAC, the vacancy shall be filled by the unelected candidate within the appropriate elected Membership Category who received the highest votes in the PAC formation election. In the event that there is no such unelected candidate available to fill such vacancy, the PAC may call for a new election to fill such vacancy in the manner as provided above, unless the Board of Supervisors determines that a new election would be infeasible or futile due to such factors as the past lack of interest of potential members in serving on the PAC, or insufficient time to hold an election prior to the

PAC's consideration of the proposed Redevelopment Plan. If an election is judged infeasible, the PAC may appoint a person who otherwise is eligible to serve on the PAC in the appropriate Membership Category.

8. If, after the formation of the PAC, a vacancy occurs in the Community Organization category, the Board of Supervisors shall appoint a replacement Community Organization.
9. The PAC shall advise the Agency throughout the period during which the Redevelopment Plan is being formulated, and for a period of three years after adoption of the Redevelopment Plan, subject thereafter to one year extensions by the Board of Supervisors.
10. The PAC shall review all documents pertinent to the formulation of the Redevelopment Plan (including any amendments thereto), including as appropriate, the Preliminary Report, the Redevelopment Plan itself, any environmental documents, and all other appropriate supporting and explanatory material. The PAC may make a recommendation to the Agency relative to whether the Redevelopment Plan should be adopted, and any changes that should be made to it.
11. The members of the PAC shall serve without compensation.
12. The operation of the PAC, including any offices, equipment, supplies, staffing and legal or other consulting shall be provided through equivalent resources, including Agency resources. No funds shall be provided directly to the PAC.

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PROJECT AREA COMMITTEE MEMBERSHIP APPLICATION

Thank you for your interest in applying for election to the **(Project Area Committee for the Cedar Glen Project Area.)** Please fill out the following form. It will be made available to voters before the PAC election.

I, _____, hereby volunteer to run for election to the Project Area Committee for the Cedar Glen Redevelopment Project Area at the election to be held on October 25, 2008.

I would like to be elected for the following Membership Category, and certify that within the Cedar Glen Redevelopment Project Area boundaries, I am a:

(choose only one category to represent)

☐ Business - I am a Business owner or an authorized representative of a Business, or I own property which is not my residence. The name and address of the business or property is:

☐ Residential Owner-Occupant - I am a Residential Owner/Occupant, because I own and reside in residential property as my permanent residence. My property is located at the following address:

☐ Residential Tenant - I am a Residential Tenant, because I rent a dwelling unit and have occupied the dwelling unit as my permanent residence for more than 29 days. I reside at the following address:

The reasons I would like to serve on the Project Area Committee are as follow (include prior community experience or other qualification to serve, why you would like to be elected to the Project Area Committee, and any other information you may wish to add. Please limit comments to fifty (50) words or less):

I acknowledge that if I am elected as a Project Area Committee member, I will be required to complete a Statement of Economic Interest, which discloses certain personal financial information concerning any financial interest I have (including my family and my spouse, if applicable). I also acknowledge that I am eligible to serve on the Project Area Committee as a representative of the group I selected above, and that if elected, I will participate in the regular Project Area Committee meetings.

Signature

Date

Residence Address

Mailing Address

Daytime Phone Number

Evening Phone Number

To be eligible for election to the Project Area Committee, this completed application must be signed and returned to and received by the Redevelopment Agency of the County of San Bernardino, 215 North "D" Street, Suite 202, San Bernardino, CA 92415-0121, no later than 5:00 p.m. on October 20, 2008. Any applications received after that time will be put on file for consideration if there are any future Project Area Committee vacancies.

County of San Bernardino

**PROJECT AREA COMMITTEE
CERTIFICATION OF ELIGIBILITY TO VOTE**

I, _____, certify that I am at least 18 years of age
and reside within the Cedar Glen Project Area:

(choose only one category to vote in)*

☐ I am a Business owner or representative of a Business located at: _____

☐ I am a Residential Owner-Occupant living in property located at: _____

☐ I am a Residential Tenant living in property located at: _____

SIGNED:

Name

Date

*A form of identification will be required to confirm voter eligibility (i.e., driver's license or identification with address, lease, sub-lease, rental agreement, tax bill, or utility bill of residence or business) on the day of the election.